UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Milk Income Loss Contract Program	
11-LD (Revision 1)	Amendment 3

U. Cing Taining

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 C has been amended to extend delegation authority to all program documents.

Subparagraph 40 A has been amended to include a note allowing producers to apply for program benefits in either the county where the dairy operation is physically located or the producer's administrative County Office.

Subparagraph 40 D has been amended to allow dairy operations to obtain CCC-580X's from the producer's administrative County Office.

Subparagraph 40 F has been amended to add a note clarifying when a new CCC-770 Eligibility is required.

Subparagraph 40 H has been amended to extend delegation authority to all program documents.

Subparagraph 48 D has been amended to:

- add a note to instructions for items 9C and 9D to be completed and dated when payment is issued
- revise instructions in items 12A through 13D to require spot checks for each FY quarter.

Subparagraph 48 E has been amended to provide an updated CCC-770 MILCX dated 4-12-07.

Subparagraph 49 A has been amended to:

- provide instructions on randomly selecting spot checks
- clarify spot check requirements for selecting STC, COC, and/or employees
- add a note on maintaining CCC-770 MILCX's that were spot checked by CED's.

Subparagraph 49 B has been amended to specify the frequency of STC spot checks.

6-20-07 Page 1

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 49 C has been amended to:

- clarify the frequency of STC spot checks
- change the reference from CCC-580X to CCC-770 MILCX
- clarify the spot check requirements for STC, COC, and/or employees
- add a note on selecting the appropriate number of State Office required spot checks.

Subparagraph 49 D has been amended to remove the number of concurred spot checks by CED's and DD's from the National Office spot check report.

Page Control Chart							
TC Text Exhibit							
	1-3, 1-4	1, pages 1, 2					
	6-3 through 6-8						
	1-3, 1-4 6-3 through 6-8 6-47 through 6-52						

6-20-07 Page 2

3 Administration and Responsibilities

A Program Administration

Administered under the general supervision of DAFP through PSD, FSA has the primary responsibility, through STC's and COC's for administering the MILC and MILCX programs.

B STC Responsibilities

STC's shall:

- supervise and monitor the MILC and MILCX programs to ensure that policies and procedures authorized in this handbook are being uniformly followed by County Offices
- take any action required by this handbook that has not been taken by COC
- correct, or require COC to correct, any action taken by COC that is not authorized according to this handbook.

C COC Responsibilities

COC's shall:

- administer the MILC and MILCX programs at the county level through CED under STC supervision
- inform producers about the eligibility requirements for MILC and MILCX payments
- complete and review applicable program forms for completeness and accuracy
- approve or disapprove requests for program benefits according to this handbook
- determine whether the submitted production documentation provides the required information needed for the appropriate payments.

Note: Except for those in which CED has a monetary interest, COC may delegate the *--authority to approve or disapprove CCC-580's or CCC-580X's, as applicable, and any other program documents to CED.--*

3 Administration and Responsibilities (Continued)

D CED Responsibilities

CED's shall:

- carry out the day-to-day operations of the MILC and MILCX programs according to COC's determinations and this handbook
- approve or disapprove CCC-580's and CCC-580X's, as applicable, if so delegated by COC.

Note: Except for those in which the person approving has a monetary interest, CED may delegate the authority to approve or disapprove CCC-580's or CCC-580X's, as applicable, to Federal and non-Federal County Office employees.

E Nondiscrimination Responsibilities

STC or COC shall not, on the basis of race, color, age, sex, national origin, disability, religion, or marital status, bar any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to participate in the MILC or MILCX program.

F Outreach Responsibilities

STC and COC shall ensure that MILC and MILCX program information and awareness is communicated to underrepresented individuals, groups, and communities. Underrepresented individuals, groups, and communities, may include, but are not limited to minority, Amish, and Mennonite farmers.

4-9 (Reserved)

40 Filing CCC-580 or CCC-580X

A Applying for Benefits

A dairy operation shall use either of the following:

- CCC-580 to apply for MILC benefits
- CCC-580X to apply for MILX benefits.

A separate CCC-580 or CCC-580X, as applicable, shall be filed for each dairy operation that produced and commercially marketed milk during the applicable authorized program period. The total pounds of milk marketed under the dairy operation during each applicable month of the FY for all producers receiving a share of the milk marketed must be included on 1 CCC-580 or CCC-580X, as applicable, for the CCC-580 or CCC-580X to be considered complete for approval by CCC. More than 1 CCC-580 or CCC-580X is not acceptable for the program benefits, unless the dairy operation has been determined separate and distinct according to the State's interpretation of a separate and distinct operation where the dairy operation is physically located, as provided by paragraph 52.

Example: Dairy Operation 1 consists of 2 persons who jointly share in the operation, 50 percent each.

Dairy Operation 2 consists of 1 of the persons from Dairy Operation 1, but this person has 100 percent interest in Dairy Operation 2.

There will be 2 applications, provided the operations are determined separate according to the State where the dairy operations are physically located, according to paragraph 52. The 2 applications would be as follows:

- Dairy Operation 1 files a CCC-580 or CCC-580X, as applicable, that includes all milk marketed for both persons on Dairy Operation 1 and the CCC-580 or CCC-580X is shared 50-50 between the 2 persons.
- Dairy Operation 2 files a CCC-580 or CCC-580X, as applicable, for all milk marketed on Dairy Operation 2.

--Note: Producers may apply for program benefits in either the county where the dairy operation is physically located or in the producer's administrative county.--

B Contract Numbers

Contract numbers will be assigned through the application and payment processing software and must be manually transferred to the applicable CCC-580 or CCC-580X after the County Office has entered the information into the software application.

C Availability of CCC-580 and CCC-580X

CCC-580 and CCC-580X are available electronically for download on the following web sites:

- eForms at http://www.sc.egov.usda.gov
- FSA at http://165.221.16.90/DAM/ffasforms/forms.html
- PSD at http:www.fsa.usda.gov/dafp/psd.

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D Requesting CCC-580 or CCC-580X

Eligible dairy operations can obtain CCC-580's or CCC-580X's to request program benefits *--from the County Office where the dairy operation is physically located or in the producer's administrative county as follows:--*

- in person
- by mail
- by telephone
- by FAX.

CCC-580's and CCC-580X's may also be downloaded by the producer from the Internet from the following web sites:

- eForms at http://www.sc.egov.usda.gov
- PSD at http://www.fsa.usda.gov/dafp/psd.

If CCC-580's or CCC-580X's are requested by mail, telephone, or FAX, or are downloaded from the Internet, the CCC-580's and CCC-580X's must be completed correctly, signed, and returned to the applicable County Office by COB on the deadline date determined by FSA, to be considered eligible for program benefits.

E Signature Requirements

All producers who share in the risk of a dairy operation's total production must certify to the information on the CCC-580 or CCC-580X, as applicable, before the CCC-580 or CCC-580X will be considered complete or approved by CCC.

County Offices shall follow 1-CM for producers' signature and authorization provisions and for persons signing the applicable CCC-580 or CCC-580X in a representative or fiduciary capacity.

Note: If for some extenuating circumstance all signatures cannot be obtained, CCC may exercise authority under the applicable CCC-580 Appendix, subparagraph 11 B or CCC-580X Appendix, subparagraph 10 B to modify the CCC-580 or CCC-580X according to the appropriate share percentages, if it is determined to the satisfaction of the COC that accepting the CCC-580 or CCC-580X without signature is necessary to carry out purposes of the program or to facilitate the programs practical administration. A waiver is not necessary; however, applicable circumstances should be noted on the CCC-580 or CCC-580X, as applicable.

F Approving CCC-580 or CCC-580X

COC or designee shall:

- be satisfied that all applicable program eligibility requirements of Part 2 have been met before approving the applicable CCC-580 or CCC-580X
- not approve any CCC-580 or CCC-580X that was requested or received after COB on the deadline date determined by FSA
- not approve CCC-580's or CCC-580X's for a joint venture or joint operation unless all
 members of the joint venture or joint operation who share in the milk marketed
 commercially from the dairy operation have signed the applicable CCC-580 or
 CCC-580X
- complete CCC-770 Eligibility according to 3-PL for each producer on CCC-580X
- *--Note: Once CCC-770 Eligibility is completed for the FY, unless there is a change in operation or eligibility status, it is not necessary to complete a new CCC-770 Eligibility until the next FY.--*
- complete CCC-770 MILCX according to subparagraph 48 for every dairy operation that has a CCC-580X on file and for new CCC-580X requests.

G Other Applicable Forms

AD-1026 is required for program benefits. HELC and WC rules apply. Refer to 6-CP for guidance on HELC/WC provisions.

H Delegation of Authority

--The authority to approve all CCC-580's, CCC-580X's, and all other program documents,-- must be re-delegated in writing to the next authority. Follow this table for exceptions to re-delegate authority for approval of CCC-580's or CCC-580X's.

IF the producer is	THEN the approval authority shall be
a State or Federal or non-Federal County Office employee	CED.
COC member	
DD	
STC member	
SED	
CED	COC.

Questionable cases may be referred to the next higher authority for determination.

Note: Delegations of authority made under MILC are applicable to MILCX.

I Second Party Review

A second party review of eligibility requirements and production evidence shall be performed before issuing a monthly contract payment. The reviewer must initial CCC-770 MILCX according to subparagraph 48 D when each payment review is completed.

41 Completing CCC-580

A Instructions for Completing CCC-580

Complete CCC-580 according to the following table.

Item	Instructions
1A-1B	Enter the name of the dairy operation and farm number.
2	COC designee shall enter the applicable State code.
3	COC designee shall enter the applicable County code.
4	COC designee shall enter the contract number assigned from the Intranet software.
5	Enter the date the CCC-580 or CCC-580X is submitted by the dairy operation.
6A-6B	Enter the name, address, and telephone number of the contact producer of the dairy operation.
7A-7B	COC designee shall enter the name, address, and telephone number of the County FSA Office.
8-11	After thoroughly reading the participation statement in Part B and the attached Appendix, sign, provide ID number, date, and indicate share, as applicable. All producers who share in the dairy operation must also sign, date, indicate shares, and provide ID numbers, as applicable.
12	COC designee shall enter a check mark in the appropriate box to approve or disapprove the CCC-580 or CCC-580X, as applicable.
13A-13C	COC designee shall enter the signature of COC designee, title, and date of signature.
14	Enter any remarks regarding disapproval of the CCC-580 or CCC-580X, as applicable.
15	Check the applicable box in response to the question, "Does the dairy operation elect to receive a payment for the transition period?"
	Note: This question is only applicable to dairy operations submitting a contract during FY 2002.

D Completing CCC-770 MILCX

Complete CCC-770 MILCX according to the following.

Item	Instructions
1	COC designee shall enter the name of the dairy operation.
2	COC designee shall enter the applicable FY.
3	COC designee shall enter the date CCC-580X was submitted to the County Office.
4	COC designee shall enter the contract number assigned to CCC-580X for the dairy operation from the eMILC web-based software.
5	COC designee shall enter the name of the County Office completing CCC-770 MILCX.
6	COC designee shall enter the State where the dairy operation is located.
7A	COC designee must enter a check (✓) in the appropriate box to designate either
through 7C	"Yes", "No", or "NA" as it relates to the questions about the dairy operation.
8A through 8J	COC designee must enter a check (✓) in the appropriate box to designate either "Yes", "No", or "NA" as it relates to the questions about the CCC-580 contract requirements for the dairy operation.
9A through 9F	For each applicable month a contract payment is issued, COC designee must enter a check (✓) in the appropriate box to designate either "Yes" or "No" to the question about production evidence and payment processing. The County Office employee that prepares this CCC-770 MILCX shall initial in the place provided for each applicable month and indicate the date the task item was completed. *Note: Items 9C and 9D must be completed and dated when the payment is issued* Exception: Item 9F must be completed by the second party reviewer upon completion.
10	COC designee, CED designee, or STC designee shall enter any notable remarks about any CCC-770 MILCX review item.
11A	COC designee that completed CCC-770 MILCX, items 1 through 9E shall sign
through	as the preparer and indicate date signed.
11B	
12A	As applicable, the CED designee must enter a check (✓) in the appropriate box,
through	enter signature, and indicate date to certify that they "Concur" or "Do Not
*12D	Concur" that CCC-770 MILCX items have been appropriately verified and
	updated for each FY quarter*
13A	As applicable, the STC designee must enter a check (✓) in the appropriate box,
through	enter signature, and indicate date to certify that they "Concur" or "Do Not
13D	Concur" that CCC-770 MILCX items have been appropriately verified and updated for each FY quarter

48 CCC-770 MILCX (Continued)

E Example of CCC-770 MILCX

The following is an example of CCC-770 MILCX.

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CCC-770 MILCX (04-12-07)	Commodity Credit Corporation		airy Operation	Fiscal Year Contract Number						
(03-12-01)			ntract (MM-DD-YYYY)							
MILK	INCOME LOSS CONTRACT PROGRAM									
EXTENDED (MILCX) CHECKLIST		5. County Off	5. County Office			6. State				
7. DAIRY OPERATION:			Handbook or Other Applicable References	YES	NO	N/A	Date Completed			
A. Was checklist CCC-77	0 Eligibility completed and eligibility verified for each producer receivi	ng a payment?	3-PL, paragraph 3							
	on meet the definition of an eligible dairy operation in accordance with y operation under DMLA-III?	ı your State's	11-LD, paragraph 10							
C. If this is a new dairy op	peration, do they meet the requirements of a new dairy operation?		11-LD, paragraph 10							
8. CONTRACT REQUIRE	MENTS:		<u></u>							
A. Do all producers in the dairy operation meet the definition of an eligible producer as found in process		procedure?	11-LD, paragraph 11							
B. To the best of your knowledge has any producer in the dairy operation been convicted under law of a controlled substance violation?		r Federal and State	11-LD, paragraph 12 1-CM							
C. Was CCC-580X (03-15-06) signed by someone in a representative capacity? If, "YES", was the correct indicator such as by or for used?			1-CM. Part 25							
			1-010 _{1,1} F. d. 1. 20							
If signed in a representative capacity, is proper signature authority on file?			1-CM. Part 25							
If "YES", was the entity	D number, date, and entity share percentage provided on CCC-580	JX?	1-0W,1 a1120							
	igned in a representative capacity, have all producers who share in the stigned, dated, indicated shares, and provided ID numbers on CC)? 11-LD, paragraph 40			,				
F. Was the CCC-580X ap CCC-580X's on their b	proved by COC or designee that has been granted authority to appro ehalf?	ve all	11-LD, paragraph 40							
3. Has the producer been made aware of the requirement to notify the County Office if there is any of dairy operation?		any change in his	11-LD, paragraph 46	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
H. If a change has been made to the operation or the start month, was a CCC-580M properly compl signed by the producer and approved by the COC or designee?		ompleted,	11-LD, paragraph 47							
I. Did the County Office obtain written authorization from the producer requesting the dairy cooperative or handler to provide production evidence directly to the County Office?		perative or	11-LD, paragraph 44							
If "YES", did the written	authorization comply with procedure guidelines?		and the second s							
J. Has CCC-580X Appen	dix, dated 03-15-06 been provided to applicant?		11-LD, subparagraph 43C							

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48 CCC-770 MILCX (Continued)

E Example of CCC-770 MILCX (Continued)

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NSTRUCTIONS: For each Production Ex	idence and Payr	nent Processing I	tem, check "	YES", or "NO"	, as it app	lies for the	applicable	e month, initi	al and enter	the date	task was c	ompleted.		
9. PRODUCTION EVIDENCE AND PAYMENT PROCESSING:	Handbook or Other Applicable References		Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jül-	Aug	Sep
Does the production evidence meet the requirements found in procedure?		YES												
	11-LD,	NO									1			
	paragraphs 13 and 44	Initial												
		DATE COMPLETE)											
. Were the original supporting doc-		YES												
uments photocopied, and was	11-LD.	NO:												
the photocopy date-stamped, and the original documents returned to	paragraph 44	Initial												
the contact producer?	77	DATE COMPLETE).											
Add the said on the said of the said		YES												
. Were payments issued within 60 days of receiving production	11-LD,	NO		1										
evidence?	paragraph 44	Initial												
	44	DATE COMPLETE	5.											
AND THE RESERVE OF THE PARTY OF	,	YES								***************************************	1			
D. Was late payment interest properly applied if payments were	11-LD, paragraph 44	NO												
not issued within 60 days of		Initial												
receiving production evidence?		DATE COMPLETE):					****						
		YES												
Was production evidence reviewed against data entered in	11-LD paragraph	NO									ļ			
eMILCX software?	paragraph 44	Initial												
The second of th		DATE COMPLETE):											
. Was a second party review	11-LD	YES												
completed before payment was	paragraph	NO												
issued?	40	Initial												
0: Remarks:		DATE COMPLETE):]	1]				1	ļ		
o. Neinama:														
1A. Signature of Preparer								11B. Date	(MM-DD-)	(YYY)				
2. CED Signature and Certificati				hat the abo					ndated ac	cording	ły.			
2A. Oct. 1 – Dec. 31 (1 st Quarter) Concur Do not concur	12B. Jan	l – Mar, 31 (2 nd)	Quarter) Do not c		12C.	Apr. 1 – Jui	ne 30 (3 ⁸¹	Quarter) Do not			July 1 – I Ioneur		^{ll} Quarter, □ Do no	
Concur Do not concur ignature for Spot Check Date		IE for Spot Check	Do not c	Date		oncur ure for Spot	Check		concur Date			pot Check		i concur ite
Date -	Olgilature I	or oper onesic		Dute	Gigital	are for oper	Olloon	Į,	Julio	Olgili	ildic ioi o	por oncon	1.5	
3. DD Signature or STC Designa	e Certificatio	n of concura	nce/non-c	oncurance	that th	e above it	ems ha	ve been ve	rified an	d updat	ed accor	dinely.		
3A. Oct. 1 – Dec. 31 (1 st Quarter)	13B. Jan	1 - Mar. 31 (2 nd (Quarter)		13C.	Apr. 1 – Jur	ne 30 (3 rd	Quarter)		13D.	July 1 -	Sept. 30 (4	th Quarter,	
Concur Do not concur	Conci			Do not concur Concur			Do not concu							
ignature for Spot Check Date		or Spot Check		Date			Check					pot Check		ite
ignature for Spot Check Date	Signature t	for Spot Check			Date Signature for Spot Check			D	ate					

49 CCC-770 MILCX Spot Checks

A CED Spot Check Selection

CCC-770 MILCX's certified by a preparer must be spot checked by CED or their designated representative on a FY quarterly basis. CED or designee shall:

- •*--use the Financial Services report to randomly select spot checks based on the date range specific to the FY quarter.
- spot check, at a minimum, the following preparer certified CCC-770 MILCX's every FY quarter in each Service Center:--*
 - five CCC-770 MILCX's if 10 or less preparer certified CCC-770 MILCX's have been completed
 - ten CCC-770 MILCX's if 11 through 1,000 preparer certified CCC-770 MILCX's have been completed
 - twenty CCC-770 MILCX's if more than a 1,000 preparer certified CCC-770 MILCX's have been completed
- randomly select the number of dairy operations to be spot checked from a report of MILCX payments issued during a FY for each quarter as follows:
 - October through December
 - January through March
 - April through June
 - July through September
- •*--randomly spot check up to 5 CCC-770 MILCX's for each FSA employee (including STC's and COC's) for the FY in each Service Center.
- *--Note: Spot checks of STC, COC, and/or employees are in addition to the 5, 10, or 20 required for the FY quarter.--*
- certify spot check on CCC-770 MILCX, item 12 according to instructions provided in subparagraph 48 D
- report to COC and the STC representative any CCC-770 MILCX that is checked "Do not concur"
- •*--not spot check every CCC-770 MILCX completed in their county.

Note: CED's are encouraged to copy and file, by program, all CCC-770 MILCX's that they spot check..--*

49 CCC-770 MILCX Spot Checks (Continued)

B State Office Spot Check Selection

The State Office shall select the following for spot check by STC or their representative, at *--minimum, every FY quarter in each Service Center:--*

- three CCC-770 MILCX's if 10 or less CCC-770 MILCX's have been completed
- five CCC-770 MILCX's if 11 through 1,000 CCC-770 MILCX's have been completed
- ten CCC-770 MILCX's if more than 1,000 CCC-770 MILCX's have been completed.

C STC or Designee Spot Checks

CCC-770 MILCX's certified by a preparer must be spot checked by STC or their designated *--representative on a FY quarterly basis. STC or designee shall:

- spot check CCC-770 MILCX's selected by the State Office according to subparagraph B
- •*--spot check, at a minimum, 50 percent of CED's spot checks in subparagraph A
- *--randomly spot check up to 5 CCC-770 MILCX's for each FSA employee (including STC's and COC's for the FY in each Service Center

Note: Spot checks of STC, COC, and/or employees are in addition to the 50 percent of CED's spot checks.

- certify completed spot checks on CCC-770 MILCX, item 13 according to the instructions provided in subparagraph 48 D--*
- submit the results of the spot check to SED.

--Note: DD or State Office representative shall use the same County Office spot check register and method provided in subparagraph A to select the appropriate number of State Office required spot checks.--

49 CCC-770 MILCX Spot Checks (Continued)

D National Office Report

At the end of FY, State Offices shall compile a report of spot check results from each quarter for submission to the National Office. Each report must be categorized by the following:

- quarter
- county
- number of CCC-580X's received in County Office
- number of CCC-770 MILCX:
 - selected for spot check by CED
 * * *
 - •*--selected for spot check by DD or designee--*
 - not concurred by CED or designee
 - not concurred by DD or designee.

Reports of results are due to PSD no later than October 31 of each year. Reports must be submitted to the attention of MILCX by email to psd@wdc.usda.gov.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

		Display	
Number	Title	Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and		10, 12, 40, 60
	Wetland Conservation (WC) Certification		
CCC-36	Assignment of Payment		60, 62
CCC-502	Continuation Sheet for Leased or Owned Land		11
Continuation			
CCC-580	Milk Income Loss Contract (MILC)	41	Text
CCC-580	Appendix to Form CCC-580, Milk Income Loss	41	42
Appendix	Contract		
CCC-580M	Milk Income Loss Contract (MILC) Modification	47	46, 47
CCC-580X	Milk Income Loss Contract Extension (MILCX)	43	Text
CCC-580X	Appendix to Form CCC-580X, Milk Income Loss	43	Text
Appendix	Contract Extension		
CCC-582	Milk Income Loss Contract (MILC) Agent	61	60, 61
	Application Agreement		
CCC-770	Eligibility Checklist		40
Eligibility	-		
CCC-770 MILCX	Milk Income Loss Contract Program Extended	48	40, 49
	(MILCX) Checklist		
FSA-211	Power of Attorney		60, 61, 62
SF-1199A	Direct Deposit Signup Form		20

Abbreviations Not in 1-CM

Approved Abbreviation	Term	Reference
	-	_
cwt	hundredweight	13, 20
	Note: $cwt = 100$ pounds.	
DMLA	Dairy Marketing Loss Adjustment	Text
HELC	highly erodible land conservation	2, 10, 40, 62
MILC	Milk Income Loss Contract	Text
MILCX	Milk Income Loss Contract Extension	Text
NPS	National Payment Service	20, 78, 80
POC	Point of Contact	78
SCIMS	Service Center Information Management System	78
WC	wetland conservation	2,10, 40, 62

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Redelegations of Authority

Redelegation	Reference
Except for those in which CED has a monetary interest, COC may delegate the	3
authority to approve or disapprove CCC-580's or CCC-580X's as applicable,	
and any other program documents to CED.	